



## **Project Plan**

The Project Plan is the detailed plan resulting from the planning process. It needs to be flexible to accommodate replanning needs as the project progresses. It documents the baselines mutually agreed to by the program and project managers. It consists of all project planning documents needed to effectively perform and control project activity, including:

1. Assumptions
2. Risk Mitigation Plan
3. Work Plan
4. Roles and Responsibilities
5. Stakeholder Identification

All baseline differences between the Project Plan and the initial estimates provided by program management must be jointly resolved by program and project management.

The following information should be provided as part of the Project Plan:

- Assumptions used in preparing the planning documents
- Methods used in defining, estimating, and scheduling the work
- Additional project risks identified, and, if possible, their projected effect on the baselines
- Alternative project approaches considered and rejected or warranting further discussion.



## Project Plan Outline

<b>IPT Name:</b>		
<b>Deliverable Name:</b> Project Plan Template		<b>Date Completed:</b>
<b>Contact Information</b>		
	Name	Channel Unit
IPT Sponsor		
Channel Task Manager		
CIO Task Manager		
Contractor Task Manager		
<b>Task Order Number:</b>		

- I. Introduction
  - A. Scope and Purpose
  - B. Project Objectives
    - 1. Objectives
    - 2. Major Functions
    - 3. Performance Issues
    - 4. Management and Technical Constraints
- II. Project Estimates
  - A. Historical Data used for Estimates
  - B. Estimation Techniques
  - C. Estimates
- III. Project Assumptions
- IV. Risk Mitigation Plan
  - A. Risk Analysis
  - B. Risk Management
- V. Quality Action Plan
- VI. Schedule and Milestones
  - A. Work Breakdown Structure
  - B. Task Network
  - C. Work Plan (Gantt Chart)
  - D. Resource Plan
- VII. Project Resource
  - A. People
  - B. Hardware and Software
  - C. Special Resources
- VIII. Team Organization
  - A. Team Structure
  - B. Roles and Responsibilities



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- C. Management Reporting
- IX. Tracking and Control Mechanisms
- X. Stakeholder Analysis
- XI. Appendices